

Memorandum of Articulation Agreement
Kentucky Department of Education (KDE) – Office of Career & Technical Education
and
Sullivan College of Technology and Design (SCTD)

The KDE Office of Career & Technical Education and Sullivan College of Technology and Design (SCTD) entered into the Memorandum of Agreement on the 15th day of September, 2012. The Office of Career & Technical Education and SCTD will work together to provide postsecondary opportunities for students represented by The Office of Career & Technical Education who wish to continue their education at SCTD.

General Agreement

The parties to this agreement may articulate courses designated in their written Program of Study within the Business program areas of Administrative Support Services or Information Processing Services. These courses of study shall conform to the written curriculum guidelines developed by the Joint Curriculum Committee:

Michael Hackworth – Kentucky Department of Education
Sheree P. Koppel – Sullivan College of Technology and Design
Donna Larson – Sullivan College of Technology and Design

The parties further agree that the Programs of Study shall encourage the integration of technical and academic content in meaningful, applied ways, and that, when possible, instructors shall strive to relate classroom content to real-world situations and practices. Labs, projects and other “hands-on” activities are to be encouraged as instructional strategies.

In order to receive SCTD credit for a course taken at a public high school in Kentucky, a student must (1) obtain a career major certificate in one of the two program areas mentioned above (2) provide proof of successful completion of the Administrative Support Skills Standards Assessment, and/or IC3 or MOS computer application certifications (3) successfully meet the entrance requirements at SCTD and (4) enroll at SCTD within one year of high school graduation. In addition, the student must (5) successfully complete one quarter of study on SCTD’s campus before advanced credit will appear on the college transcript.

The student who successfully completes the above steps will receive 4 hours credit in the following course: **Computer Fundamentals (CCS117)**.

The courses and course objectives identified for this Articulation Agreement conform to the curriculum guidelines set forth by the Kentucky Department of Education in its **General Curriculum Guidelines**.

Career Clusters/Majors

To complete a career major in Administrative Support Services or Information Processing Services, students must earn four career-related credits with the career major. Three of the four credits must come from the recommended courses for that major.

Process

The Kentucky Department of Education's Business Education State Staff will monitor the process of awarding the Career Major Certificates. Each of the students will be issued a letter from the local school district certifying that the student should receive credit along with an explanation of which of the above options the student completed. This letter will be presented to the appropriate personnel at Louisville Technical Institute. Included with the letter will be proof of the student having passed the MOS or IC3 certification exam.

Potential Outcomes of the Articulation Proposal

A. For Business Education Students

- 1) Allows a secondary business education student to become trained in a specific set of skill standards developed by industry representatives and Kentucky Department of Education personnel approving their training.
- 2) Allows secondary business education students the opportunity to pursue an advanced degree in a field where he/she will use business skills.
- 3) Provides motivation for a student to pursue a Career Major.
- 4) Provides motivation and incentive for students in the skills standard testing process and MOS or IC3 certification.

B. For Secondary Business Education Programs

- 1) Allows secondary business education programs to promote articulation and help with recruiting quality students.
- 2) Provides a tool for secondary teachers to be in contact with college instructors and state department personnel.
- 3) Successful passing rates of students could be used in program promotion and in recruiting a more talented, non-traditional, and /or diverse student population.

C. For Kentucky Department of Education

- 1) Provides a tool to place significant emphasis on the recent thrusts of Career Majors, MOS and IC3 industry certifications, and Skill Standards Assessment.
- 2) Provides an opportunity to motivate students to perform better on the skill standards assessment, thereby increasing the passing rates and consequently increasing the learning of students and the quality of the instruction in secondary business education.

D. For Sullivan College of Technology and Design

- 1) Allows for a closer working relationship between SCTD, the college's programs and secondary business education programs.
- 2) Provides motivation for more and better students to pursue college degrees.
- 3) Provides a significant bridge and motivation for a successful transition for students between the secondary programs and higher education.

In testimony thereof, witness the duly authorized signatures of the parties hereto:

Sullivan College of Technology and Design

By David Winkler
David Winkler, Executive Director

9/4/12
Date

By Sheree P. Koppel
Sheree P. Koppel, Academic Dean

09.01.12
Date

Kentucky Department of Education

By Dale Winkler
Dr. Dale Winkler, Executive Director

8-29-12
Date